

Eastern Washington University Pay Schedule

2022

Year	PR	No.	Pay Period	Pay Date	HRS/ PP	Web Timesheet Cutoff 3:00pm	Web Timesheet Approval 6:00AM	Days to Submit & Approve Timesheets	PR Runs	Holiday
2022	SM	1	Dec 16-31	10-Jan	96	3-Jan	4-Jan	*1	5-Jan	12/24 & 12/31/21
2022	SM	2	Jan 1-15	25-Jan	80	18-Jan	19-Jan	*1	20-Jan	
2022	SM	3	Jan 16-31	10-Feb	88	2-Feb	3-Feb	2	7-Feb	01/17/22
2022	SM	4	Feb 1-15	25-Feb	88	17-Feb	18-Feb	2	22-Feb	
2022	SM	5	Feb 16-28	10-Mar	72	2-Mar	3-Mar	2	7-Mar	02/21/22
2022	SM	6	Mar 1-15	25-Mar	88	17-Mar	18-Mar	2	22-Mar	
2022	SM	7	Mar 16-31	11-Apr	96	4-Apr	5-Apr	2	6-Apr	
2022	SM	8	Apr 1-15	25-Apr	88	18-Apr	19-Apr	*1	20-Apr	
2022	SM	9	Apr 16-30	10-May	80	3-May	4-May	2	5-May	
2022	SM	10	May 1-15	25-May	80	17-May	18-May	2	20-May	
2022	SM	11	May 16-31	10-Jun	96	2-Jun	3-Jun	2	7-Jun	05/30/22
2022	SM	12	Jun 1-15	24-Jun	88	16-Jun	17-Jun	*1	21-Jun	
2022	SM	13	Jun 16-30	11-Jul	88	1-Jul	5-Jul	*1	6-Jul	06/20/22
2022	SM	14	Jul 1-15	25-Jul	88	18-Jul	19-Jul	*1	20-Jul	07/04/22
2022	SM	15	Jul 16-31	10-Aug	80	2-Aug	3-Aug	2	5-Aug	
2022	SM	16	Aug 1-15	25-Aug	88	17-Aug	18-Aug	2	22-Aug	
2022	SM	17	Aug 16-31	9-Sep	96	1-Sep	2-Sep	*1	6-Sep	
2022	SM	18	Sep 1-15	26-Sep	88	19-Sep	20-Sep	2	21-Sep	09/05/22
2022	SM	19	Sep 16-30	7-Oct	88	3-Oct	** 3-Oct	**0.5	4-Oct	
2022	SM	20	Oct 1-15	25-Oct	80	18-Oct	19-Oct	2	20-Oct	
2022	SM	21	Oct 16-31	10-Nov	88	2-Nov	3-Nov	2	7-Nov	
2022	SM	22	Nov 1-15	23-Nov	88	16-Nov	17-Nov	*1	18-Nov	11/11/22
2022	SM	23	Nov 16-30	9-Dec	88	2-Dec	5-Dec	2	6-Dec	11/24 & 11/25/22
2022	SM	24	Dec 1-15	23-Dec	88	16-Dec	19-Dec	*1	20-Dec	

Please remember:

Best practice is to submit your timesheet after your final shift in the pay period. **Web timesheet cutoff** is set for 3:00 PM to submit and 6:00 AM the next morning for approval, but supervisors need to let employees know that submit deadlines will be whatever time works for them to have it approved during their work schedule

For hourly employees: Confirm that hours reported on a holiday were actually worked.

Time worked on a **holiday** by **work study students** must be paid from a departmental index.

*Note the employee & supervisor have one day to submit and approve timesheets.

** Due to the Holiday Schedule, timesheet cutoff to submit and approve will be the same day : **11:00AM to submit / 1:00PM to approve**